

INSTRUCTION SHEET

For STANDARD FORM LE-1 – April 1, 2000 Edition

A. General Information

The purpose of the Standard Form LE-1 is to provide the Engineers Selection Board with information which may aid in the selection of firms most qualified to perform services for the State of Louisiana. Furnishing of additional information which the applicant feels would be beneficial to the Board is permissible, provided it is attached to the form and limited to no more than **two (2) additional 82 x 11 sheets of paper**. Any submittals not following this format will be discarded.

Note: Applications shall not exceed a total of eight (8) 82 x 11 sheets.

Applications will be incomplete and **not** considered unless:

- All information requested is furnished.
- One (1) copy is submitted either by email to selection.board@la.gov or hand delivery/mailed to the FPC Office
- Current forms are used.

Information contained in this application is public information and the Board reserves the right to validate its accuracy. Inaccurate, false, or incomplete information shall be grounds for not considering the applicant for this project.

B. The following are comments provided to more clearly explain the intent of the items to be answered by the applicant.

- Item 4: In a Joint Venture, indicate the responsibility of each firm.
- Item 6: "Principal" is defined as an individual who is an Owner or partial owner of the firm applying, and who shares in profits and losses of the firm.
- Item 6h: The applicant should list in this space information which best illustrates his special qualifications for the project.
- Item 7: The purpose of this item is to determine work load in the office and therefore it must be answered completely. If there is no work in the office, then the question should be answered, "No work in the office." If there are only three jobs in the office, then these three jobs should be listed.

If there is not enough space to list individually all projects in the office, they may be summarized. For example: *"12 projects involving waste water treatment with construction costs totaling \$12,000,000."* This is particularly true for projects not directly related to the project for which this application is being prepared.

The definitions in this item should be the same as the definitions used in Item 8.

Item 8: List all architectural and/or engineering contracts of any type which applicant or any of its partners, shareholders, employees or joint venturers have been awarded within 3 years of the date of this application by any State agency, commission or entity whatsoever to provide architectural or engineering design services, supervision or review for projects. Do not list projects which have been indefinitely postponed or canceled.

In responding, the following definitions should be used:

Responsibility of the Firm -- that portion of the architectural and/or engineering services being performed by the firm, or joint venture, i.e., basic service, design only, etc.

Current Status -- Status of the project whether it is in the design phase, contract documents, observation of construction.

Estimated Completion Date -- The date the project was or is anticipated to be accepted or occupied by the owner.